



SURETY DOCUMENTS AND BONDING REQUIREMENTS

To identify the LDD Permit Staff person assigned to assist in issuance of your permit, do the following:

1. See LDD KivaNet User Guide
2. See KivaNet <http://kivaweb.kcmo.org/kivanet/2/index.cfm>
3. Look at the Activity section of the Permit Summary and click on the first activity to review the Activity Summary, where you will find who the LDD Permit Staff person is assigned to assist you with permit issuance. See Permit Issuance Process on Process Overview page for LDD Permit Staff contact information.

Once you have identified the LDD Permit Staff person, it is strongly recommended that you e-mail in copies from the Surety Companies, the Surety Forms which will need to be checked and verified prior to having originals delivered to the Permittee. Many times customers come in and something is incorrect on the Surety Form, and this delays their ability to get the permit issued.

One (1) original Surety Form is required, so make sure it is an original and that it is fully executed by the Principal and Surety Company. Note, the Permit Number and File Number will be entered by the LDD Permit Staff after issuance of the permit, and the original is retained by the City.

The Principal on the Surety Form must match **EXACTLY** with the Permittee/Developer/Owner designated on the Permit and Plans.

The Standard Surety Forms are listed below:

- See [Performance and Maintenance Bond](#)
- See [Irrevocable Letter of Credit](#) (P&M Bond Equivalent)
- See [Performance Bond](#)
- See [Maintenance Bond](#)

There are no return links on the above documents, since these are documents to be printed and filled out, and your browser should open these in a new page.

Cash Bonds are acceptable, and your LDD Permit Staff will advise you on how these are handled and processed. Please note, Cash Bonds are not released until the completion of the Permit Maintenance period.

Maintenance Bond must be provided prior to the start of the maintenance period. Maintenance Bonding is to ensure that the permitted work endures without the need of any repairs for the maintenance period.

Surety documents can also be provided by the Contractor on behalf of the Permittee as long as the Principal on the Surety is **EXACTLY** the same as the Permittee name on the Permit.